

Student Guide: Examination MCQs and Paragraphs on myExams

1 Access to myExams

Go to <https://myexams.unisa.ac.za/portal>. The scheduled timetable for the day will be displayed. Locate your module code, click on the link and it will direct you to the correct Examination Platform. A login screen will be displayed. Login using your student number and myUnisa password.

2 Where do I download the examination question paper?

This examination will take place online on the *Quiz* tool located in your module examination site. **No separate examination question paper will be available.** The Quiz tool will present the questions to you. Expect to be online for the full duration of the examination.

3 How do I access my Examination?

The answers to this examination may only be submitted online.

On the day of the examination, do the following:

1. 15 minutes before the start of the examination, go to myExams (<https://myexams.unisa.ac.za/portal>), Locate your module code, click on the link and it will direct you to the correct Examination Platform.
2. Complete your login details (your student number and myUnisa password) on the login screen that will display.
3. On the next screen, click on the myExams dropdown menu and locate your module code. Click on the Module Code.
4. Once the module site has loaded, find the **exam assessment link** on the main page. The examination date and time will be displayed.
5. You will only be able to open the **exam assessment link** at the start of your examination time. Once the exam time has started, click on the link to open it. Then click on **“Attempt Quiz Now”**
6. Read through the questions presented on the page and select your answer from the provided options or add text when requested.

7. You should complete all the examination questions, without leaving the site.

A timer on the tool will assist you to keep track of your progress. Click **Next** to load the next page or question. The Next action saves your answers. The last page will present a button for **Finish Attempt**. Click this button. A summary of your questions will display.

Click on **Submit and Finish** below your answers to submit your answers.

The examination will stop when your timer runs out or if the examination session is finished, even if you have not reached the last question.

If you do experience a technical interruption, logout of myExams. DO NOT just close the page. If you logged out properly, you could login again, navigate back to your examination and resume where you last stopped, if time allows.

8. Once you have submitted your examination, make a screen print of the page as proof of submission.